



Management Information

Using Reporting Functions in NH FIRST



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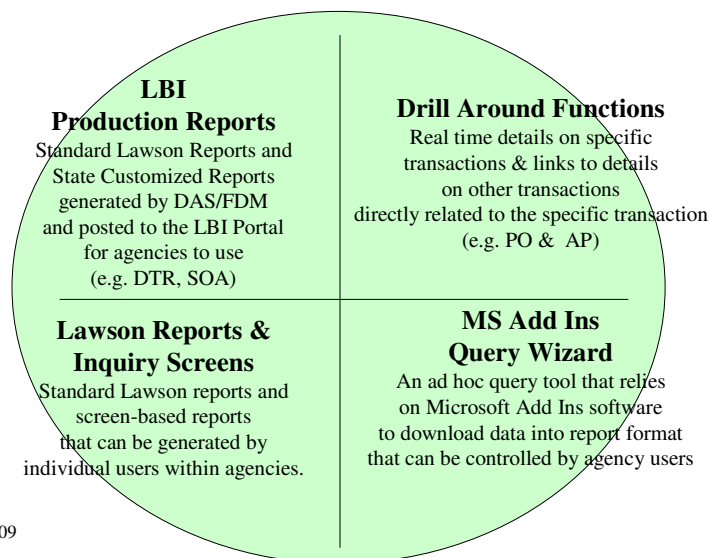
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Introduction

This document is designed to support self-guided instruction on the variety of reporting functions implemented with NH FIRST.

The fundamental actions and navigation required to execute reporting functions should be familiar to users who have already attended training on specific processes.





Chapter 1

Using the Drill Around Feature



What is Drill Around?

- Tool used to access detailed information on specific transactions in a Lawson application
- Drill Around functions provide real-time information in an online format
- Don't have to wait for a report to access and analyze data



When should I use Drill Around?

Use a drill around on any field in the application where the drill around icon [Drill Around*](#) is available to access information about your setup, customers, cash entry and applications, etc. You can also drill around on certain fields when viewing standard Lawson reports online (i.e. AR220) Any data in [blue](#) is available for the drill around.



What data is available via Drill Around?

Example: The supervisor of the Accounts Payable department has a question about a currently unreleased invoice. He first wants to determine who entered the invoice, or whether it was interfaced. He drills around on a field on Basic Invoice (AP20.1) and selects Invoice Origin from the Drill Around menu. From this drill around, he can see the invoice was manually entered and which operator entered it. The date, time, and voucher are also available.



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Basic Invoice (AP20.1)

» + Add Change - Delete < Previous ? Inquire > Next Inquire >

Company 10 Process Level 01000 Post Date 10/01/09
Batch Voucher 44213 Authority Code

Main Misc Payment Options Prorate User Fields Intrastat

Vendor 177621 Remit To R001 PO
Invoice 603-357-7394 016 Inv Description 5/15/09-CHESHIRE PROBATE
Inv Date Drill Around+ Handling Code exp Fairpoint Communications Nine
Due Date Select Invoice Type PO Box 11021
Inv Amount Attachments 213.48 Currency USD
Pmt Terms N30
Distribution Code Account Lewiston ME 04243-9472
User Analysis Buyer Code
Add Comments PO Detail PO AOC Inv AOC

FC	Co	Account	Analysis	Activity	Amount
10	18800313	500215			213.48

Right
click in
the field,
then click
the Drill
Around
box

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Drill Around® -- Webpage Dialog

Close Search Find Next Reset Printable View

DRILL EXPLORER

- Invoice URL Attachment
- Invoice Detail
- Invoice Parameters
- Remit To Payment Location
- Invoice Origin
- Invoice User Fields
- Invoice Note/Report/Check Comments
- Invoice Notes
- Invoice Report Comments
- Invoice Check Comments
- Vendor
- Payment Schedule
- Expense Distributions
- AOC Distributions

Vendor: N Ne Telephone Operatrn LLC
Remit To Location: Fairpoint Communications Nine
Invoice: 603-357-7394 016 0 Invoice
Invoice Amount: 213.48 USD
Discount Amount: 0.00
Net Payable: 213.48
Taxable Amount: 0.00
Tax Amount: 0.00 Tax Code
Paid Amount: 0.00
Tax Adjust:
Invoice Description: 5/15/09-CHESHIRE PROBATE
Status: Unreleased
Approved: No
Payment Number: CHK UNPAID
Invoice Date: 05/15/2009 Payment Date:
Due Date: 06/14/2009 N30
Voucher: 44213
Purchase Order: 0

Note the
many folder
options for
even more
information

Caution: With the
many options
available it is easy
to get into a
"circle" of drilling
into folders you
have already seen,
be careful when
expanding/collapsi
ng folders

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Drilling on Report Information

Note: You must open the report in Text View to use the Drill Around feature

LAWSON AR242 prt (Job AR242LBADA - Step 1)

AR242 Date: 09/01/09 Time: 02:12

User Name: ladams Job Name: AR242LBADA Step No: 1

Company: 10 GENERAL FUND
Process Level: 01400 ADMINISTRATIVE SERV, DEPT OF
Batch: Operator:

AR242 Date: 09/01/09 Company: 10 GENERAL FUND
Time: 02:12 Unreleased Transaction Report USD Page 1

Process Level: 01400 ADMINISTRATIVE SERV, DEPT OF
Batch: 100133 Batch Date: 01/28/09 Operator: mmurphy
AR Code: ARGO Receivable Account: 79990000 121201

Customer: 12346 WHITEFIELD, TOWN OF

Transaction	Tran Amount	Date	Reference	Trans PO Number	Trans	Currency	Exchange Rate	AR Co
1 88149720314	950.00	01/28/09			USD			ARGO

GL Co	GL Account	Distrib Amount	Unlisa	Description	Tax
10	81600000 422009	114.00	0.00	SURPLUS HANDLING FEES	
15	80070000 800241	836.00	0.00	Snow Plow & Tow Roller 90523-2	

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Click on the data in blue to Drill Around. In this example, the batch 100133 is available for drilling, and the batch information is displayed.

LAWSON AR242 prt (Job AR242LBADA - Step 1)

AR242 Date: 09/01/09 Time: 02:12

User Name: ladams Job Name: AR242LBADA Step No: 1

Company: 10 GENERAL FUND
Process Level: 01400 ADMINISTRATIVE SERV, DEPT OF
Batch: Operator:

AR242 Date: 09/01/09 Company: 10
Time: 02:12 Unreleased Transaction Report USD Page 1

Process Level: 01400 ADMINISTRATIVE SERV, DEPT OF
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GL Co	GL Account	Distrib Amount	Unlisa	Description	Tax
10	81600000 422009	114.00	0.00	SURPLUS HANDLING FEES	
15	80070000 800241	836.00	0.00	Snow Plow & Tow Roller 90523-2	

Drill Around -- Webpage Dialog

Company, Batch: 10 100133
Operator Code: mmurphy
Process Level: 01400
Batch Date: 01/28/2009
Receivable Code: ARGO

Count Total, Entry: 3 1
Invoice Total, Entry: 1076.00 950.00
Credit Memo Total, Entry: 0.00 0.00
Debit Memo Total, Entry: 0.00 0.00
Status: unreleased



Chapter 2

Viewing Reports In Lawson Business Intelligence (LBI)

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What Is LBI?

LBI contains a combination of sources of information:

- Partly e-Info Library – where you can view centrally run reports
 - Current
 - Historical
- Partly e-info Warehouse – where you can run on-demand reports

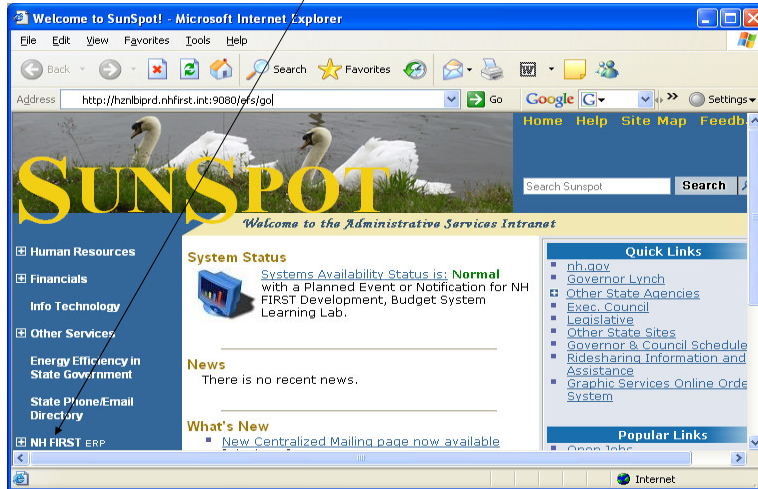
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In Internet Explorer, on the SunSpot website, click on the NH FIRST link



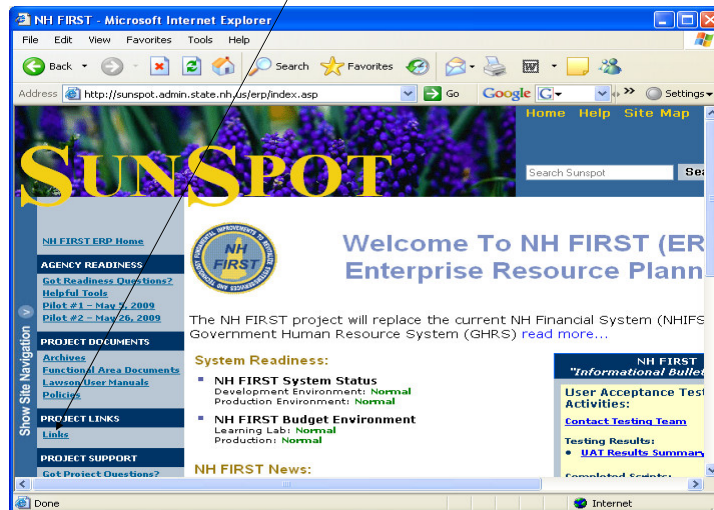
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Click on the Links link



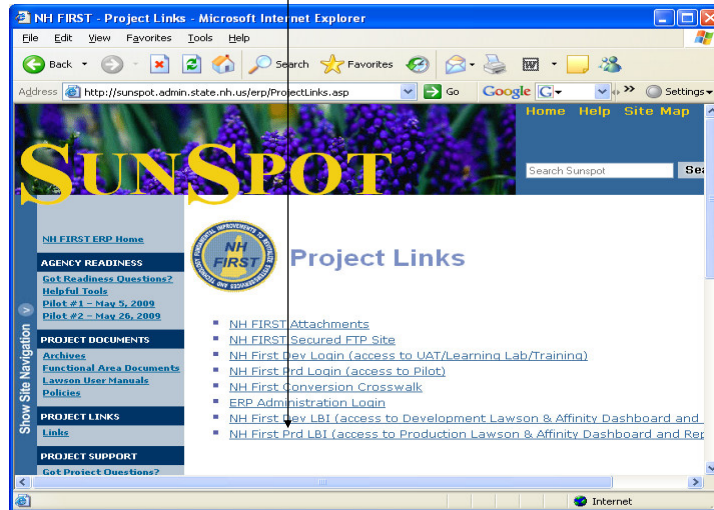
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Click on the NH FIRST Prd LBI link



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Enter your NH FIRST ID and password, and hit the ENTER key or the Login button



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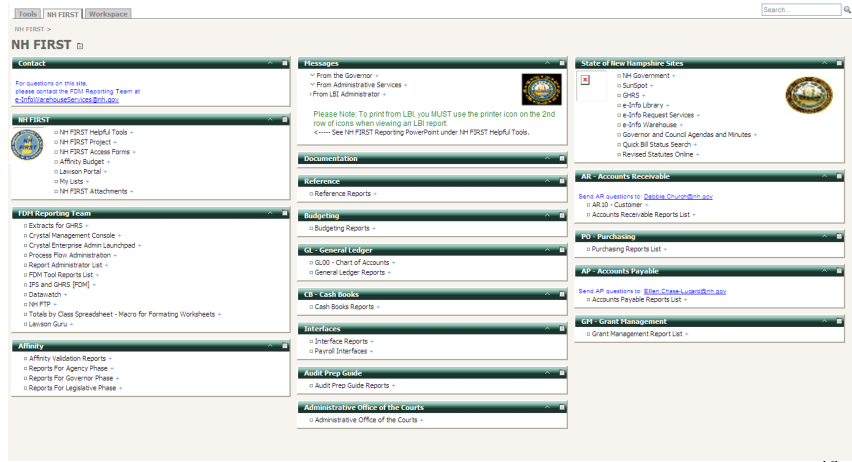
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You will see a dashboard similar to this one. Each box on the dashboard is a module.

You will see only those modules you have access to view.



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IMPORTANT NOTES

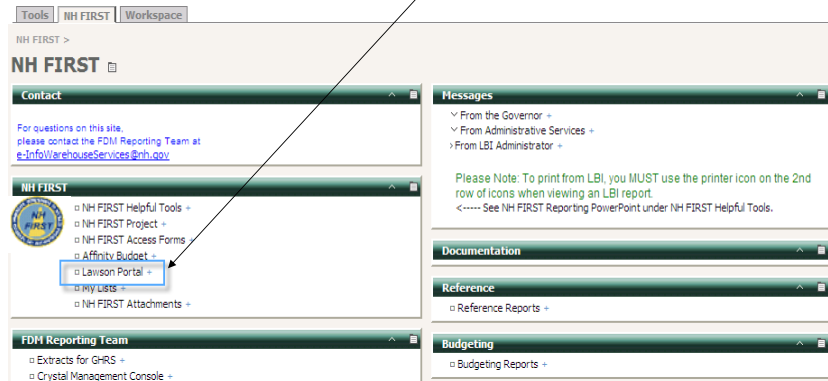
- The dashboard will remain in the background as you view report lists and reports.
- Each time you open a report list or report, it will open in a new window. To get out of a report list or report, simply close the window by clicking on the red 'X' in the top right corner.
- **There is no log out for LBI.** When you have finished what you need to do, simply close the window by clicking on the red 'X' in the top right corner.



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To connect to Portal from LBI, Click on the Portal Home link.



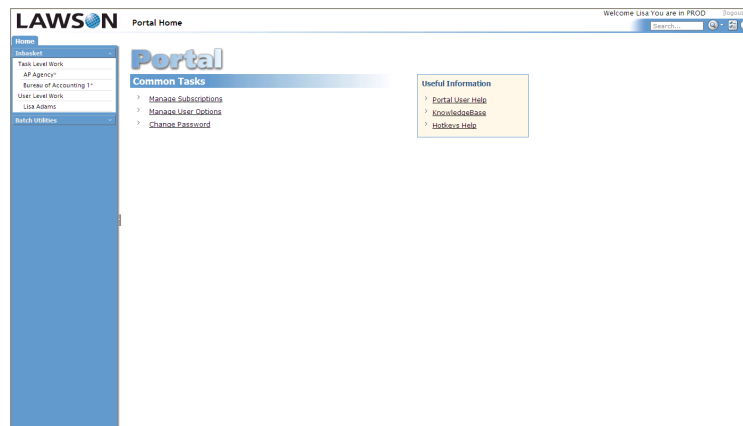
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You will be sent to the NH FIRST Portal and signed on. You can now navigate through Portal as normal. LBI will remain open in another window on your PC.



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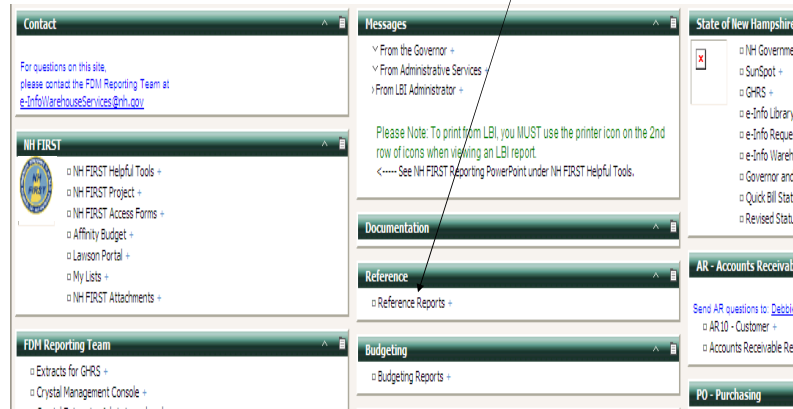


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To view reports within a module, click on the Reports List in that module.



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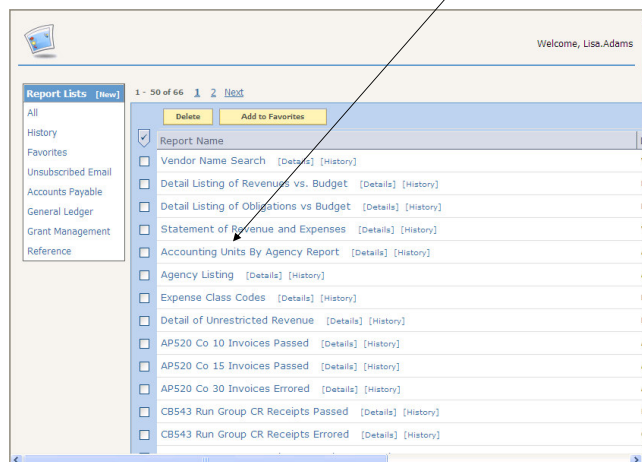


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You will see a list of the reports in that module that you are allowed to see. To view the latest instance of a scheduled report, click on the report name.



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You will be able to view the report. This particular report does not contain any confidential information. Therefore, you will be able to see the entire report if the report was a secured report, you would only see the information for your agency.

http://aplbidev.nhfirst.int:9080 - Lawson Report Viewer - Microsoft Internet Explorer

STATE OF NEW HAMPSHIRE
ADMINISTRATIVE SERVICES
ACCOUNTING UNITS BY AGENCY REPORT

Page: 1
09/28/2009
2:58:01PM

AGENCY	ACCT UNIT	ACCOUNTING UNIT DESCRIPTION	COMPANY	BUR/DIV
002	10000002	OFFICE OF THE GOVERNOR	10	0200
002	10010000	EXECUTIVE COUNCIL	10	0220
002	10040000	COMMISSION ON DISABILITY	10	0205
002	10060000	CLIENT ASSISTANCE PROGRAM	10	0205
002	10070000	TELECOMMUNICATIONS ASSISTANCE	10	0205
002	10120000	PUBLIC AWARENESS	10	0205
002	12050000	PETROLEUM VIOLATION ESCROW	10	0210
002	16470000	NATIONAL PARK SERVICE	10	0240
002	16950000	SCENIC BYWAYS-00	10	0240
002	16950001	SCENIC BYWAYS-01	10	0240
002	16950002	SCENIC BYWAYS-02	10	0240
002	16950003	SCENIC BYWAYS-03	10	0240
002	16950004	SCENIC BYWAYS-04	10	0240
002	16950006	SCENIC BYWAYS-06	10	0240
002	16950097	SCENIC BYWAYS-97	10	0240
002	16950098	SCENIC BYWAYS-98	10	0240

Please note the IFS activity is now referred to as BUR/DIV (Bureau or Division)

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To view historical instances of a scheduled report, click on the [History] button to the right of the report name.

https://nhfirst.lbi.nh.gov/TCMD-GETLIST&LIST=AI&LISTOWNER=RPTADMN3&PAGESIZE=50&LISTBAR=BTIT...

Welcome, Lisa Adams

Report Lists [New] 1 - 50 of 66 1 2 Next

Delete Add to Favorites

Report Name	Details	History
<input type="checkbox"/> Vendor Name Search	[Details]	[History]
<input type="checkbox"/> Detail Listing of Revenues vs. Budget	[Details]	[History]
<input type="checkbox"/> Detail Listing of Obligations vs Budget	[Details]	[History]
<input type="checkbox"/> Statement of Revenue and Expenses	[Details]	[History]
<input type="checkbox"/> Accounting Units By Agency Report	[Details]	[History]
<input type="checkbox"/> Agency Listing	[Details]	[History]
<input type="checkbox"/> Expense Class Codes	[Details]	[History]
<input type="checkbox"/> Detail of Unrestricted Revenue	[Details]	[History]
<input type="checkbox"/> AP520 Co 10 Invoices Passed	[Details]	[History]
<input type="checkbox"/> AP520 Co 15 Invoices Passed	[Details]	[History]
<input type="checkbox"/> AP520 Co 30 Invoices Errored	[Details]	[History]
<input type="checkbox"/> CB543 Run Group CR Receipts Passed	[Details]	[History]
<input type="checkbox"/> CB543 Run Group CR Receipts Errored	[Details]	[History]

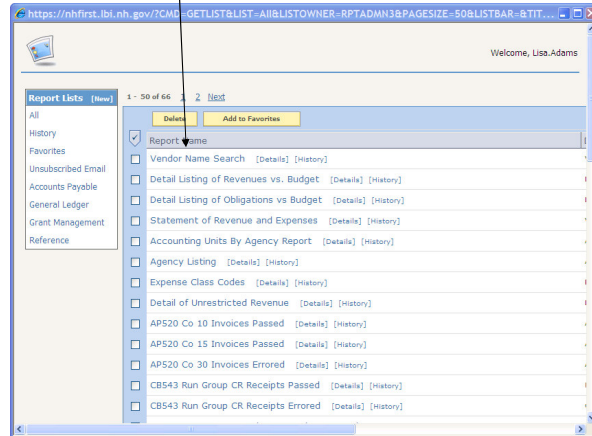
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Some reports are on-demand reports and require you to enter parameters to limit the data to be included on the report. Click on the report name in the report list.



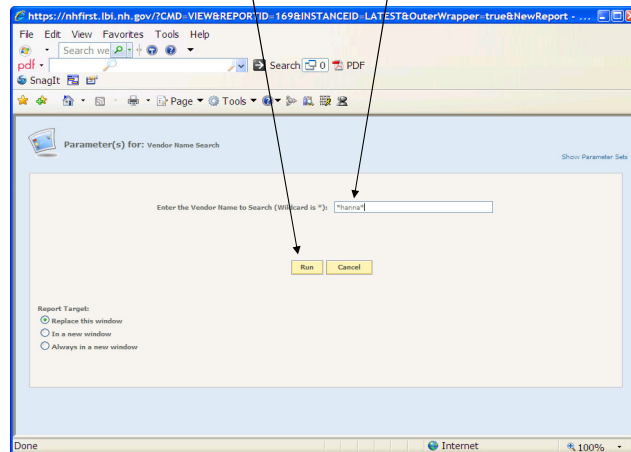
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A screen with all of the required parameters will appear. Enter the desired values for all parameters. Then click on the **Run** button.



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The report will run and display on the screen as a PDF report. You can save a copy of the report by clicking on the save icon. By clicking on the printer icon you can print the report.

Lawson Report Viewer - Microsoft Internet Explorer

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ADMINISTRATIVE SERVICES
VENDOR SEARCH

VENDOR SEARCH BY VENDOR LOCATION NAME OR VENDOR SEARCH NAME

Page: 1
02/10/2009
6:10:59PM

VEND #	VENDOR SEARCH NAME	TYPE/CD	SUB VEN	VENDOR LOCATION NAME	ADDR1	CITY	ST
160556	SOPHIE & ZEKES RESTAURANT	B / B001	130202	Hanna Lulus Lio	Dba	Sophie & Zekes Restaurant	Claremont NH
160579	HANNA RUBBER CO INC	B / B001	57811	Hanna Rubber Co Inc		1511 Baltimore Ave	Kansas City MO
160003	SUPER SHOP N SAVE STORE 310	B / B003	117468	Hannaford Bros Co		Ath Donna Coughlin	Portland ME
160003	SUPER SHOP N SAVE STORE 310	B / B004	12008	Hannaford Bros Co		Franklin 318	Franklin NH
160003	SUPER SHOP N SAVE STORE 310	B / B005	128128	Hannaford Bros Co		PO Box 1000	Portland ME
160003	SUPER SHOP N SAVE STORE 310	B / B007	19405	Hannaford Bros Co		E Hampstead 190	E Hampstead NH
160003	SUPER SHOP N SAVE STORE 310	B / B008	17745	Hannaford Bros Co		Keene 163	Keene NH
160003	SUPER SHOP N SAVE STORE 310	B / B011	35678	Hannaford Bros Co		Raymond 120	Raymond NH
160003	SUPER SHOP N SAVE STORE 310	B / B012	37092	Hannaford Bros Co		Concord 329	Concord NH
160003	SUPER SHOP N SAVE STORE 310	B / B017	94346	Hannaford Bros Co		Ath Tandra Fletcher	Portland ME
160003	SUPER SHOP N SAVE STORE 310	R / R001	105771	Hannaford Bros Co		Nashua 180/Pharmacy	Portland ME
160003	SUPER SHOP N SAVE STORE 310	R / R001	105771	Hannaford Bros Co		175 Coliseum Ave	Nashua NH
160003	SUPER SHOP N SAVE STORE 310	R / R002	116970	Hannaford Bros Co		Rindge 180/Pharmacy	Portland ME
160003	SUPER SHOP N SAVE STORE 310	P / P002	116970	Hannaford Bros Co		233 Rte 202	Rindge NH
160003	SUPER SHOP N SAVE STORE 310	R / R003	120946	Hannaford Bros Co		Northwood 160/Pharmacy	Portland ME
160003	SUPER SHOP N SAVE STORE 310	P / P003	120946	Hannaford Bros Co		174 First NH Tpke	Northwood NH
160003	SUPER SHOP N SAVE STORE 310	P / P011	128149	Hannaford Bros Co		1458 Lakeshore Rd	Orford NH
160003	SUPER SHOP N SAVE STORE 310	R / R012	128150	Hannaford Bros Co		Goffstown 311/Pharmacy	Portland ME
160003	SUPER SHOP N SAVE STORE 310	P / P012	128150	Hannaford Bros Co		605 Mast Rd	Goffstown NH
160003	SUPER SHOP N SAVE STORE 310	R / R013	128151	Hannaford Bros Co		E Hampstead 180/Pharmacy	Portland ME
160003	SUPER SHOP N SAVE STORE 310	P / P013	128151	Hannaford Bros Co		365 Sandown Rd	E Hampstead NH
160003	SUPER SHOP N SAVE STORE 310	R / R014	128152	Hannaford Bros Co		Keene 163/Pharmacy	Portland ME

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Please note that should you have any questions on LBI, there is a contact module in the upper right side of the dashboard with a link to send an e-mail to the FDM Reporting Team.

Tools | NH FIRST | Workspace

NH FIRST >

NH FIRST

Contact

For questions on this site,
please contact the FDM Reporting Team at
e-Info@warehouseServices@nh.gov

NH FIRST

- NH FIRST Helpful Tools +
- NH FIRST Project +
- NH FIRST Access Forms +
- Affinity Budget +
- Lawson Portal +
- My Lists +
- NH FIRST Attachments +

FDM Reporting Team

- Extracts for GHRS +
- Crystal Management Console +
- Crucial Enterprise Admin 1 dashboard +

Messages

- From the Governor +
- From Administrative Services +
- From LBI Administrator +

Please Note: To print from LBI, you MU row of icons when viewing an LBI repo
<----- See NH FIRST Reporting PowerPoint

Documentation

Reference

- Reference Reports +

Budgeting

- Budgeting Reports +

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MORE IMPORTANT NOTES

- The e-Info Library will contain all Financial reports prior to NH FIRST implementation. If you need to see a report generated from IFS, you will need to use the e-Info Library. For reports starting in fiscal year 2010, you will see your reports in LBI.
- The plan is for e-Info Warehouse to contain all data from the IFS system as it currently does and will be populated with data from NH FIRST Financial System that will be reformatted to the IFS format. This will allow most reports currently run in e-Info Warehouse to continue to be run.
- GHRS reporting will remain unchanged. This will continue to use e-Info Library and e-Info Warehouse for all reporting.
- It is also the intent to continue the use of e-Info Quick View on Sunspot. We are still working out the logistics of sending the reports to Sunspot.
- The e-Info Request Services will also continue to be available for you to request reports from the e-Info Warehouse for both IFS and NH FIRST data. However, please be aware that requests may require more time to be completed. Please allow us as much lead time as you can.

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Chapter 3

Using NHFIRST Inquiry Screens & Reports

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How should reporting screens be used?

- To verify data for transaction entry as part of a normal business process
 - Confirm amount of funds available, etc.
- To review transaction information
 - View invoices for your agency as of a specific date, etc.



What are some examples of inquiry screens in NHFIRST?

- Custom – Developed to meet State requirements
 - QL01 – Revenue Budget Inquiry
 - QL02 – Expense Budget Inquiry
- Standard
 - GL94 – Commitment Analysis
 - AR90 – Customer Activity
 - RQ44 – Requisition Inquiry

Note: The letter Q indicates that a screen or report is custom, it replaces the first letter of the module (i.e. GL becomes QL)

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Inquiry Screens vs. Standard Lawson Reports

Screens in the 90's (i.e. AP90) are inquiry screens used to view transaction data

Invoice Search by Vendor, Invoice (AP90.1)

Company
General Fund

Process Level

Vendor

Vendor List

Position To

SC	Invoice	Vendor	Invoice	Type	Amount	Base Amount
	1000190A	999	981	Due	1,000.00	1,000.00
		USD	981	04/24/2009	07/04/2009	
						View Comments
	1000190A	999	981	Due	1,000.00	1,000.00
		USD	981	04/24/2009	07/04/2009	
						Add Comments
	1000191	999	983	Due	1,000.00	1,000.00
		USD	983	04/24/2009	07/04/2009	
						View Comments
	1000191	999	983	Due	1,000.00	1,000.00
		USD	983	04/24/2009	07/04/2009	
						Add Comments
	123453343	67	100	Due	100.00	100.00
		USD	100	04/26/2009	07/07/2009	
						View Comments
	123456	336	100	Due	100.00	100.00
		USD	100	02/23/2009	06/01/2009	
						View Comments
	12345650	341	66.00	Due	66.00	66.00
		USD	66.00	02/23/2009	06/01/2009	
						View Comments

Reports are generally in the 200's and are used to view more detailed information given certain parameters in a report format

[illegible]

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Cross-Functional Screens

The following screens can be used across all of the modules to obtain budget and commitment information

QL01 – Revenue Budget Inquiry

Revenue Budget Inquiry (QL01.1)			
Previous	Current	Next	Inquire
Fiscal Year		Periods	
2000		1 - 2	
Company (Fund)		Sweepstakes Commission	
12 4			
Accounting Unit		Instant	
79010001			
Class			
0			
OR Summary Acct		Miscellaneous Revenue	
79010001			
Account		Sales Adjustments	
0			
Process Level (Agency)		NH Lottery Commission	
003			
BUY/OW		NH Lottery Commission	
8300			
Organization		New Hampshire	
7901			
Revenue Category			
Revenue Group		Miscellaneous Revenue	
44			
PAU Code		Approved Budget Amt	
APPR Ref		Balance Brought Fwd	
MULT		Lapse Amt	
Show Status		Additional Est Rev	
Monthly Totals		Net Transfers	
		Cur Mod Budgeted Amt	
		Recognized Amt	
		Unrecognized Amt	
		Available Amt	
		23,549,832.00	
		23,549,832.00	
		23,549,832.00	

QL01 allows you to get revenue budget balances by Accounting Unit and Class (or Summary Account) OR by Accounting Unit and Account. Be sure to enter the Fiscal Year, Period (or range of periods) and company number. This is similar to the **revb** screen in IFS.

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Inquiry Screens and Reports

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QL02 – Expense Budget Inquiry

QL02 allows you to get expense budget balances by Accounting Unit and Class OR by Accounting Unit and Account. Be sure to enter the Fiscal Year, Period (or range of periods) and company number. This is similar to the **expb** screen in IFS.

Expense Budget Inquiry (QL02.1)

Navigation: Previous, Inquire, Next, Inquire

Fiscal Year: 2010
Company (Fund): 20
Accounting Unit: 00000000
Class: 020
Account: AU

Process Level (Agency): 044
BUR/DEV: 4400
Organization: 1002

APPR Unit: 044G
Budgeted Pos: 0304010200
PAID Code: 0304010200

Status: Spend Control
Monthly Totals: FHEX PLE, FHEX Amt

State Share: 68.63
Federal Share
Transfer Share: 31.37
Other Share

Periods: 2 - 2
General Fund
Administration - Support
CURRENT EXPENSES
Description: DES-Environmental Servdept Of
Dept. Environmental Services
Administration - Support

Approved Budget Amt	92,663.00
Balance Brought Fwd	
Lapse Amt	
Net Transfer Amt	
Addl Approp Amt	
Cur Mod Bud Amt	92,663.00
Pre-encumbered Amt	
Encumbered Amt	617.27
Expended Amt	4,222.84
Unobligated Amt	
Available Amt	87,822.89
Pending Obligation Amt	3,059.32
Uncommitted Amt	84,763.57

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Inquiry Screens and Reports

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GL94 – Commitment Analysis

Use Commitment Analysis to view a wide range of account information relating to encumbrances and commitments for a company based on specific account and period criteria.

Account (GL94.2)

Navigation: Back, Detach, Previous Account, Inquire, Next Account, Inquire

Co: 10 Year: 2010 Period: 3 - 3 Type: AMOUNT Budget: 7
Acct Unit: 79020006 Account: 500000-500999 Subaccount

Page 2 of 2
Transactions Totals CSV Export Next Page

SC	Account	Budget Actual	Encumbrances, Commitments	Remaining Balance
	500854 Joint Venture Pool E			Detail
	500855 Vendor Fees	212,882	13,340	Detail
	500856 Retailer Commissions	526,176		Detail
	500859 Advertising			Detail

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GL93 – Historical Commitment Analysis

Use GL93 to display historical commitment records for a company, year and system code.

Use the Filter button to narrow your results by vendor, invoice, purchase order, or requisition.

Historical Commitment Analysis (GL93.1)

Previous Inquire Next Inquire

Company: 30 General Fund
Year: 2010
Period: 03
System: AP

Filter

Created

SC	Year	Prd	Sys	Account	Amount	
2010	3	AP	23710000	500311	494.10	More
2010	3	AP	23710000	500311	494.10	More
2010	3	AP	40200000	500931	3,900.00	More
2010	3	AP	87500000	500464	22.27	More
2010	3	AP	87500000	500464	36.00	More
2010	3	AP	87500000	500464	36.00	More
2010	3	AP	23710000	500311	494.10	More
2010	3	AP	23710000	500311	494.10	More
2010	3	AP	87500000	500464	22.27	More
2010	3	AP	87500000	500464	36.00	More

Document: 0000

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Reports for Accounts Receivable

- **AR228 Unapplied Unassigned Cash Report**
 - Unapplied payments
 - Unassigned payments
 - Prepayments
- **AR220—Cash Batch**
 - Lists details of cash batches entered into Accounts Receivable
- **AR222—Customer Cash Report**
 - Lists the cash entered for a customer within a fund/AR company
- **AR228—Unapplied Unassigned Cash Report**
 - Lists prepayments as well as cash not assigned to a customer or not yet applied
- **AR230—Payment Application**
 - Lists payments that have been applied.

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Reports for Accounts Receivable (continued)

- **AR232 – Transaction Application Report**
 - Lists transaction applications for a company during a specified date range
- **AR242 – Unreleased Transaction Report**
 - Lists invoices that have not been released
- **AR235—Application Adjustment**
 - Lists adjustments entered during the cash application process
- **AR250—Customer Aging Report**
 - Shows open transactions for a single customer or for all customers in a customer group
 - Created as of the date you specify
- **AR251—Company Aging Report**
 - Shows open transactions for a company.
 - Created as of the date you specify
- **AR294 – Transaction History Report**
 - Lists a report of all transactions during a specified date period



Reports for Accounts Payable

- **AP220 – Invoice Edit Report**
 - Lists unreleased invoices for a company by invoice number, authority code, or voucher
- **AP230 – Open Payables Report**
 - Lists released invoices for a company
 - Use to review invoice totals and details for accuracy
- **AP265—Cash Payment Register**
 - Lists invoice payments for a pay group and agency (process level) for a specific date range
- **AP270—Vendor Payment History**
 - Lists payments for a vendor or range of vendors for a specific date range
- **AP275—Invoice Distribution History**
 - Lists posted invoice distributions for an agency, Accounting Unit & Account, or posting date range



Reports for Cash Book and General Ledger Transfers

Cash Book

- **CB221 – Bank Transaction Listing**
 - Lists bank transactions for a cash code or cash code group
- **CB210 – Cash Receipt Deposit Listing**
 - Lists deposits for a cash code, date range, and range of deposit numbers as well as by agency

General Ledger Transfers

- **GL240 – Journal Edit Listing**
 - Lists information for up to eight specific journal entries, or journal entries within a period or range of periods
- **GL245 – Journal Control Report**
 - List summary information for journal entries, including the status and entry operator



Reports for Purchase Orders

- **PO220—PO Status Report**
 - Lists status of purchase orders by number, location, and/or specific buyer
- **PO230—Unreleased Receivings Listing**
 - Lists unreleased receivings by a specific ship to location, a specific buyer, and/or a specific buyer group
- **PO231—Return Status Report**
 - Lists detailed information about returns to expedite processing



Reports for Activities

- **AC290—Transaction Listing**
 - Lists transactions posted in AC by activity group, activity, or account category
- **AC295—Activity Commitment Summary**
 - Summarizes activity commitments with actuals and budget data included
 - Commitments are activity transactions released in any originating subsystem but not yet posted to AC
- **AC298—Commitment Detail Report**
 - Lists source document information for commitments including transaction period and year, document number (invoice), item, description, and resource by activity, account category, and system
- **AC410—Activity Analysis Report**
 - View the performance of activities. The report compares actual results to plan (including a variance percentage) for the specified period, year-to-date, and activity-to-date
- **AC473—Profit and Loss**
 - View the income performance of activities
 - Shows income statement balances for a period, year-to-date, or life-to-date.

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Reports for Grant Management

- **GM400 —Award Summary Report**
 - Lists transactions posted in AC by activity group, activity, or account category
- **GM269—Financial Status Report**
 - Creates a summary of expenditure activity over a specified time period
 - Use to complete the Financial Status Report (Short Form), SF-269A as prescribed by OMB
- **GM272—Federal Cash Transaction Report**
 - States the amount of federal cash your institution has.
 - Use as a worksheet to complete the Federal Cash Transaction Report (Short Form), SF272 and the SF272a.

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Reports Available in LBI

General Ledger

- **Statement of Revenue and Expenses**
 - Monthly report by company (fund)
- **Detail of Unrestricted Revenue**
 - Run by fiscal month, company, agency, and account
- **Unrestricted Revenue Current Month by Revenue Category**
 - Run by fiscal year and account period
- **Deferred Revenue Balance Sheet Acct**
 - Run by account period, company, agency, and bureau/division
- **Statement of Appropriation**
 - Lists actuals, encumbrances, budget, and remaining budget
- **Detail Transaction Register**
 - Lists transaction detail by accounting unit with starting and ending balances

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Reports Available in LBI (continued)

- **Revenue Source Summary**
 - Run for all, restricted or unrestricted
- **Consolidated Statement of Expenditures**
 - Enterprise and Non-Enterprise; Without capital and budgetary basis
- **Revenue by Fund**
 - Restricted, Unrestricted, Enterprise, Non-Enterprise

Grant Management

- **Drawdown Request Report**
 - Lists transaction detail for a drawdown request by CFDA number and date; includes the batch number
- **Invoice - Cash Receipt Generation**
 - Displays drawdown activity by date and CFDA number

Accounts Receivable

- **Invoice Activity**
 - Run by start and end date for current fiscal year

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Reports Available in LBI (continued)

Cash Book

- **Cash Disbursement Register**
 - Run by date and sorted by bank account
- **Posted Bank Account Balance Report**
 - Run by date to provide previous and ending balance information by bank/unit
- **Posted Company Balance Report**
 - Provides balances by company (fund)
- **Unrestricted Revenue**
 - Run by account period, company, or agency

Purchasing

- **Commodity Vendor Combinations**
 - Run by purchasing code; sorted by code or description
- **Contracts over 500 Dollars**
 - Run by appropriate start and end date



Reports Available in LBI (continued)

- **Encumbrance Activity Detail**
 - Run by period start and end date
- **Open Encumbrances by Bureau/Division**
 - Produces a list of purchase orders showing their status
- **PO Balances Less than 10 percent of PO amount**
 - Produces a list of purchase orders with an encumbrance balance less than 10% of the total encumbered
- **Requisition Aging**
 - Produces list of requisitions with their status by bureau/division



Listings Available in LBI

- **Vendor Name Search**
 - Allows you to search on all or part of a vendor name
- **Detail Listing of Revenues vs. Budget**
 - Run by company, agency, activity or accounting unit
- **Detail Listing of Obligations vs. Budget**
 - Run by company, agency, bureau/division, or accounting unit
- **Accounting Units by Agency Report**
 - Includes description, bureau/division, and company information
- **Agency Listing**
 - Lists agency number, description, and corresponding company
- **Expense Class Codes**
 - Lists expenses classes (Summary accounts in Lawson)

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Inquiry Screens for Accounts Receivable

AR90 – Customer Activity

Customer Activity (AR90.1)

Company: STATE OF NH - GENERAL FUND
Customer: 0000000000
Display Date: 08/28/09
Start Date: 08/28/09
End Date: 08/28/09
Currency Display: USD
Risk Bal: 1,918,377.33
RDE Bal: 0.00

History

SC	Transaction	Doc Date	Doc Amount	Doc Code	Doc Desc	Doc	Doc	Doc
F	0000000000	08/28/09	887,387.87	887,387.87				
F	0000000001	08/28/09	218,453.45	218,453.45				
F	0000000002	08/28/09	879,945.81	879,945.81				
F	0000000003	08/28/09	38,327.27	38,327.27				
F	0000000004	08/28/09	879,945.81	879,945.81				
F	0000000005	08/28/09	1,111,379.66	1,111,379.66				
F	0000000006	08/28/09	1,111,379.66	1,111,379.66				
F	0000000007	08/28/09	74,868.44	74,868.44				
F	0000000008	08/28/09	7,876.33	7,876.33				
F	0000000009	08/28/09	2,118,042.00	2,118,042.00				

Be sure to include history to see posted transactions

AR72 – Customer Activity

Credit Transaction Review (AR72.1)

Company: GENERAL FUND
Customer: 0000000000
Display Date: 08/28/09
Start Date: 08/28/09
End Date: 08/28/09
Currency Display: USD
Risk Bal: 1,918,377.33
RDE Bal: 0.00

Item	Credit	Activity	Contact	Agree	Detail	User	Accounts	Trends	Risk Code
Current Bal	54,963.13								5
Invoice Bal	54,963.13								5
Credit Limit									00000000
Pct of Bal									DB Code
High Balance	56,075.00								DB Date
RDE Balance									DB Number
Open Orders									
Order Limit									

The RTM count is a good indicator of a customer's credit history

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Other AR Inquiry Screens

- **AR50 – Customer Aging**
 - Creates a transaction aging summary for a customer
- **AR58 – Transaction Review**
 - View transactions across companies by transaction number and view the associated customer number, transaction amount, transaction date, and due date
- **AR37 – Review Payment Batch**
 - View payment applications associated with a batch before posting to the general ledger
- **AR53 – Customer Application**
 - View open and historical transactions and corresponding applications for a customer



Inquiry Screens for Accounts Payable

AP90 – Invoice Search by Vendor, Invoice

Invoice Search by Vendor, Invoice (AP90.1)

Company: General Fund USD

Process L: Vendor: Divers Den Dix Shop Inc

or Vendor List: Position To:

SC	Invoice	Voucher	Trans Amount	Best Amount
24798	57018		80.00	80.00
	Invoice: 10/02/09	Due: 10/02/09		
	25037	61532	120.00	120.00
	Invoice: 10/02/09	Due: 10/02/09		
		Invoice: Due		
		Invoice: Due		
		Invoice: Due		
		Invoice: Due		
		Invoice: Due		

Narrow by agency using the process level field

AP90.3 – Invoice Search by Voucher

Invoice Search by Voucher (AP90.3)

Company: General Fund

Voucher: 77097

SC	Vendor	Invoice	Inv Date	Due Date	Amount
	163843	31049	10/02/09		200.00
		29431			

Use this screen to view the work unit number for released invoices



Other AP Inquiry Screens

- **AP90.5 – Cash Payment Inquiry**
 - View detailed information for a cash payment, including invoices paid
- **AP40 – Invoice Hold Selection**
 - View invoices on hold for a vendor

Distribution Inquiries

- **AP95 – Invoice Distributions**
- **AP95.2 – GL Account Distributions**
- **AP95.3 – Activity Distributions**

Vendor Inquiries

- **AP91 – Vendor Activity**
- **AP92 – Vendor Invoices**

More Invoice Search Screens

- **AP90.2 – Invoice Search by Invoice Date**
- **AP90.4 – Invoice Search by Purchase Order**



Inquiry Screen for Cash Book

CB90.4 – Bank Transactions

Bank Transactions (CB90.4)

Cash Code CB1 Receiving USD
Transaction Code Deposit

Position To

Co	Transaction	Issued Date	Amount	Status	Description
<input type="checkbox"/>	10 355	07/28/09	6720.00	CR Open	EIS CHECKS 7/16/09
<input type="checkbox"/>	10 359	07/28/09	6125.00	CR Open	EIS CHECKS 7/13/09
<input type="checkbox"/>	10 362	07/28/09	6815.00	CR Open	EIS CHECKS 7/15/09
<input type="checkbox"/>	10 364	07/28/09	15480.00	CR Open	EIS Check 07/17/2009
<input type="checkbox"/>	10 365	07/27/09	9720.00	CR Open	EIS CHECKS 7/17/09
<input type="checkbox"/>	10 371	07/27/09	15600.00	CR Open	EIS CHECKS 7/22/09
<input type="checkbox"/>	10 374	07/28/09	26510.00	CR Open	EIS CHECKS 7/24/09
<input type="checkbox"/>	10 379	07/28/09	6065.00	CR Open	EIS CHECKS 7/28/09
<input type="checkbox"/>	10 381	08/10/09	6315.00	CR Open	EIS Check 7/29/09
<input type="checkbox"/>	10 386	08/10/09	8665.00	CR Open	EIS Check 8/3/09
<input type="checkbox"/>	10 390	08/07/09	8000.00	CR Open	EIS Check 08/06/2009

This screen is used for viewing deposits and other bank transactions; Use the filter button to search by issue date or company

Inquiry Screens for General Ledger

GL90 – Transaction Analysis

[illegible]

Use this screen to view transactions from all subsystems and their status

GL95 – Account Analysis

Account Analysis (GL95.1)

OK Cancel

Company General Fund USD

Chart Name JEP New Hampshire Chart of Accounts

Organization Selection

Accounting Unit 10020000 Administration - Support

Company Group

Accounting Unit List

Level Group

Account Selection

Major Account 100200 1002000 Supplies (Consumable)

Summary Account

Account List

Account Group

Subaccount

Subaccount Group

Period Selection

Year 2012

Periods 01 12

Type Amount

Currency

Budget Current Modified Budget

Planning Whole

Allow Zero Amounts Yes

Account Accounting Unit Company Annual Totals Chart Organization View

View account totals by one account or a range of accounts; be sure to click the OK button after entering parameters then choose a category from the buttons below

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Inquiry Screen for Multi Ledger

ML90 – Ledger Transaction Analysis

Ledger Transaction Analysis (ML90.1)

Ledger **HR Lottery Commission**
Company **Sweepstakes Commission** **USD**
Accounting line **20020000** **Poweball**
Account Number **500951** **Prizes**
Year, Periods **2010** **01** **03**

Total

Begin bal .00 USD
Posted .00
Ending bal .00

For agencies that use ML (i.e. Liquor and Lottery), this screen is similar to GL90 for viewing transaction information

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Inquiry Screens for Activities

AC90/AC95 – Activity/Account Category Analysis

Activity Analysis (AC90.1)
☐ Inquire ☐ Inquire
Activity Group List:
Activity Group:
or
Activity List:
Activity Level Type:
Level Depth:
Account Category Group:
Account Cat. Type:
Period, Year Range: -
To Date:
From Date:
Budget:
Currency:
Type:
Print Zero Rows:
Rounding:
Budget Display:
Start Option:

Actual, Commitment, Budget (AC90.2)

Activity Dept: 44
Ass. Cat. Type: C
Transaction:
Totals:
CSV Export:
Position To:

IC	Activity	Actual	Commitments	Budget	Remaining
44BP	BP 99F Cleanup SRF Proj	7,326	8,928	00040-0010	16,254-
44BP99	BP 99F Cleanup Grant 1	7,326	8,928	00040-0010	16,254-
44BP99A	BP 99 Admin Federal 1	7,326	8,928	00040-0010-0020	16,254-
44BP99A4	BP 99 Admin Federal 1	7,326	8,928	00040-0010-0020-0010	16,254-
44BP99A4P	BP 99 Admin Federal 1	7,326	8,928	00040-0010-0020-0010-0010	16,254-
44CV	CV 99F Program	1,295,471	29,707,468	00020	31,002,939-
44CV04	Clean Water Grant 200	803,172	00020-0040	803,172-	

Enter parameters and click Inquire.
Then choose appropriate button

Results display on AC90 or AC95 subform

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Inquiry Screens for Activities (continued)

AC90 – Transaction Analysis

Transaction Analysis (AC90.1)

Activity: CV 2009 ABRA Loans Posting
Account Category: Federal Income
Year, Periods:
Position to Date:
Compare:
Filter:
Beginning Balance: .00 USD
Posted:
End Balance: 489,006.06-

IC	Date	Sys	Sec	Description	Status	Amount	Unit	Curr
99109	09/10/09	BR	RE	Summated Transaction	9	438,818.01-		USD
99109	09/10/09	BR	RE	Summated Transaction	9	27,505.37-		USD
99109	09/10/09	BR	RE	ABRA-Clean Water State	9	22,682.68-		USD

View activity transaction
information by account category

AC98 – Commitment Detail Analysis

Commitment Detail Analysis (AC98.1)

Activity: CV 99F08 Posting ST Prog Mgmt
Account Category: Equipment Lease
Year, Periods:
Filter:
Total:

IC	Company	Resource	Document or Job Code	Item, Description or Pay Code
10	174790	0102040		COPER RENTAL
RQ	902789	Amount	663.00	Unit
10	174790	0102037		COPER RENTAL
RQ	902789	Amount	663.00	Unit
		Amount		Unit
		Amount		Unit
		Amount		Unit
		Amount		Unit
		Amount		Unit

Analyze commitment data from
subsystems such as RQ

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Inquiry Screens for Requisitions

RQ44 – Requisition Inquiry

Requisition Inquiry (RQ44.1)

Company: General Fund
Requestion: 100000
Requesting Location: 04600
Requester: gburby
Requested Delivery: 06/30/09
Buyer: OLC
Status: Processed
Deliver To: NH STATE PRISON WAREHOUSE
Ode L. Ostragore

SC	Line	Item	Type	MOQ	Requested
	1	MISC DOOR HARDWARE	S	EA	1.00
		Processed			
		TO BE PICKED UP AS NEEDED			
		Requested Vendor	153713	PO	1000005
					Deliver 06/30/09
		Requested Vendor	PO		Deliver
		Requested Vendor	PO		Deliver
		Requested Vendor	PO		Deliver

Inquire on the status of a specific requisition; displays all the requisition lines, items, and the quantities requested and delivered

RQ44.2 – Requisition Detail Inquiry

Requisition Detail Inquiry (RQ44.2)

Company: General Fund
Requestion: 100000
Requesting Location: 04600
Requester: gburby
Requested Delivery: 06/30/09
Buyer: OLC
Status: Processed
Deliver To: NH STATE PRISON WAREHOUSE
Ode L. Ostragore

Line: 1
Item: MISC DOOR HARDWARE
Line Status: Processed
Service

Line Detail

Requested Amt:	Requested	Shipped	Returned	Worksheet Cancelled
PO 1000005				
PO Line 1				
Requested Vendor 153713				
Deliver 06/30/09				
Unit Cost 2000.00000				
Unit Cost 2000.00000				
Trans Cur Code USD				
Sourcing Event				

Use this form for more detail, such as authorizations, quantities shipped and returned, etc.

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Inquiry Screens for Requisitions (continued)

RQ40 – Requisitions by Location

Requisitions by Location (RQ40.1)

Company: General Fund
Requesting Location: 00200
Requester: Jones
Status: All
Executive Branch
Barbara Shea
Display Order: Creation Date
Position To:

SC	Requisition	Creation Date	Delivering Location	First Item Description
	103004	08/13/08	00200	CS FS1016 - XPL8216179
	104138	09/15/08	0200P	Monthly cleaning costs

RQ41 – Requisition Status

Requisition Status (RQ41.1)

From Company: General Fund
From Location: 00300
Status: All
Item Attribute List:

Position To:

SC	Requisition Number	Requested Delivery	First Item	Status
	104215	03/03/09	UPS MAINTENANCE	Needs Approval
	104450	07/03/09	PY 2010 HASH RENT	Processed
	101841	07/04/09	SOFTWARE MAINTENANCE 7/09-7/10	Processed
	102073	07/06/09	LICENSE HABI SOFTWARE	Closed
	102001	06/08/09	TECHNICAL TRAINING COURSES	Processed
	103144	06/25/09	NASCO MEMBERSHIP PY 2010	Processed
	103671	06/03/09	TECH SUPPORT CONTRACT	Processed
	104208	10/02/09	MCAFFEE RETRIEVAL	Processed

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Inquiry Screens for Purchase Orders

PO54 – Purchase Order Inquiry

Purchase Order Inquiry (PO54.1)

Company General Fund

Header Selection Line Selection

PO Date Sort

Vendor

Vendor Attribute List

Purchase From Location

Buyer Code

Buyer Attribute List

Status

PO Code

PO Number

Subcontractor PO

Purchase Order Inquiry (PO54.2)

Company General Fund

Total POs 1 Lines 1 Amount 1,071.00 USD Print

PO	Status	PO Date	Vendor	Total Amount	Lines
1003048	Unrel'd	11/11/09	25420	1,071.00	1

Enter PO date, number, vendor, or buyer code and click the Inquire button; or choose line selection criteria

PO54.2 will display with the results

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Other PO Inquiry Screens

•PO58 – Receipt Inquiry

- Inquire on or print received items for a specific company based on specific selection criteria

•PO64 – PO Line Item History

- View the history of a purchase order line, which begins with the date the item was ordered and ends the date the item is fully released
- The top half of this form displays the purchase order line as it was originally entered, and the bottom half displays all the transactions that have occurred on the line

•PO66 – PO Revision History

- View revisions to a purchase order that are created when a change is made to an audited field after the purchase order has been printed
- The "Issue" tab shows you the method by which the revision was issued as well as the date and time

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Chapter 4

Using the MS Add Ins Query Wizard to Extract Data from NHFIRST



What is the Query Wizard?

- Allows users to extract data from Lawson into Excel
- Provides users the ability to:
 - format data
 - set selection criteria
 - sort results
 - perform calculations
 - specify a worksheet for the output



Why should the Query Wizard be used?

- To define and create custom reports with live data
- To modify data, and then use the Upload Wizard to load those changes back into Lawson



What data is available from the Query Wizard?

- Allows users to extract both setup and transaction data from Lawson forms
- Query any data you seen on the form based on criteria entered (dates, transaction status, etc.)
- Can provide similar information to what was used previously with Crystal reporting, the e-info canned report, and e-info request services



How do I get access to the Query Wizard?

- Submit request form to include security access to Microsoft Add-Ins – Query Wizard
- Submit request to have Add-Ins installed on your PC

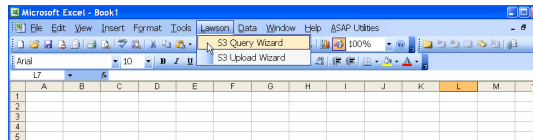
10/2/2009

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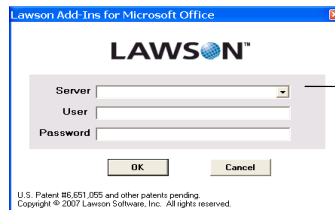


To Log into the Query Wizard

Open a new Excel spreadsheet and click Lawson, then Query Wizard



Login with your normal Lawson username and password and click OK



For PROD, the server is
<http://prd.nhfirst.nh.gov>

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Querying Data from a Form

On the **Welcome** tab in the **Choose Query Source** box, click the **Application** radio button, and then click the **Next** button.



Application =
Forms

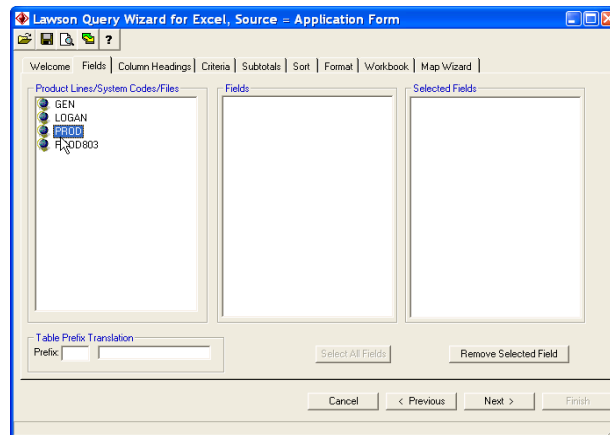
Note: The Query Wizard will default to database tables, so be sure to click the Application button before continuing

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Double click on a **Product Line** to display the available system codes.

In the live system,
the product line
should always be
PROD



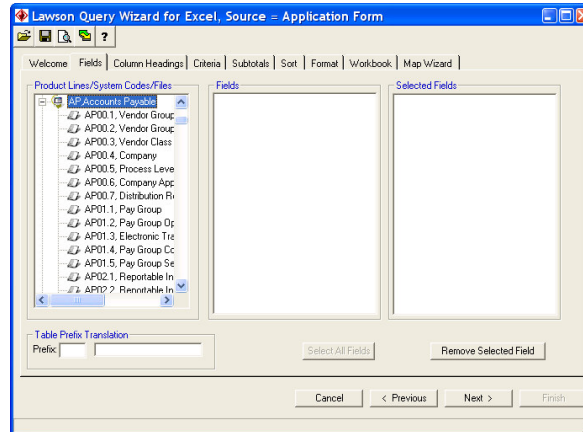
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Double click on a **System Code** (i.e. Accounts Payable) to display the available forms



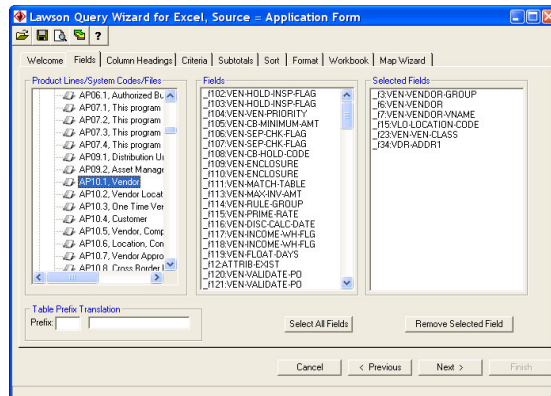
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Double-click on the **Form** (i.e. AP10.1, Vendor) to select it for the query. The fields associated with the form will be displayed in the **Fields** area. Key fields automatically display in the **Selected Fields** area.



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If you need to determine which fields to select, open the Lawson Portal and go to the form where the field exists. Click cursor on the field in a form and press the CTRL + Shift + O keys on the keyboard to display the coding for that field.

Table Prefix

Field Name

TIP: Match this code (f7) to the one on the field selection screen to find it more quickly

VEN-VENDOR-VNAME | Id=f7 | KNb=03D | Type=text | Size=30 | Name=form

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Select the fields for the query by *double-clicking* or *dragging* the field to the **Selected Fields** column. To remove a field from the Selected Fields column, select it and click the Remove Selected Field button below.

To change the order in which the fields appear, click to select a field name and then click in the position where the field should appear. Click the **Next** button when finished.

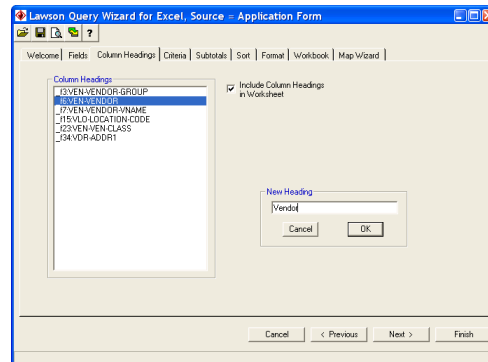
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To change the column headings that display in your query results, double-click the **Field** name that should be changed and the New Heading field appears with the existing field name. Enter the new field name and click OK.



Optionally, you can choose to not include column headings in your worksheet by unchecking the check box above. When finished, click the **Next** button.

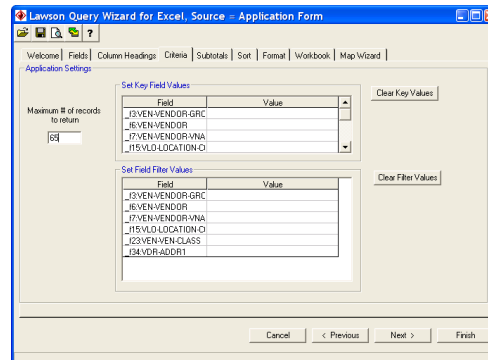
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To narrow the results in your query to a certain vendor class, for example, use the criteria tab. In the **Set Key Field Values** area, enter the vendor class (EMP for employees) in the value field. Only employee vendors will be returned in the query.



Optionally, in the **Maximum # of records to return** field, enter a sufficient value. The system defaults to 10. The maximum is 65,520. Click the **Next** button.

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On the Subtotals tab, you may choose to use subtotals in your query. From the **At each change in:** drop-down list, select the record at which Excel is to calculate a subtotal. From the **Use function:** drop-down list, select the operation that Excel is to perform. In the **Add subtotal to:** list, select the field that the calculations to be performed on.

Note: This option may slow the query processing when processing for large amounts of data and may be completed in Excel after the query is completed.

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You can also **sort** your query based on up to 3 different fields. Choose whether to view the data in ascending or descending order.

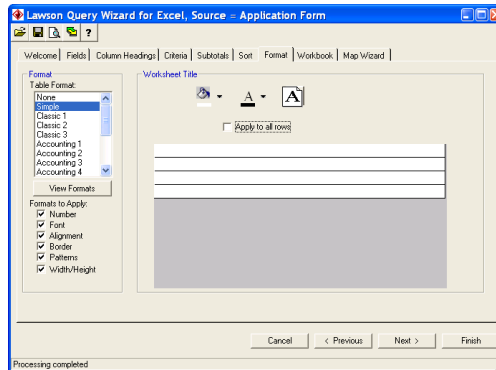
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The query wizard also provides a formatting function, if desired. While this option is not often used in basic querying, it is possible to choose a title for the worksheet and set up the format for the worksheet. All of the standard Excel formatting options are available.



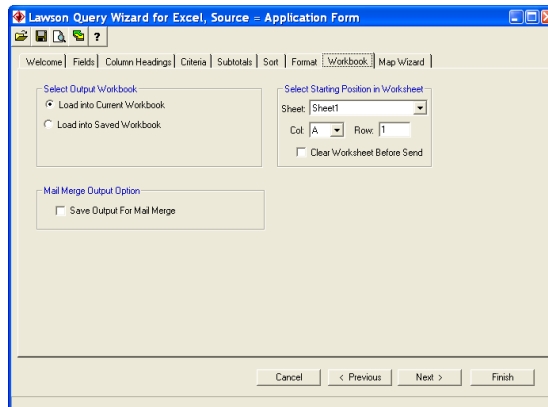
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Select the **Workbook** tab. In the **Select Output Workbook** section, select **Load into Current Workbook** to send the data to a current, open workbook, this is the default. You can also define the **Starting Position** for the data in a worksheet. Select the **Clear Worksheet Before Send** checkbox to clear the contents of the sheet before querying the data.




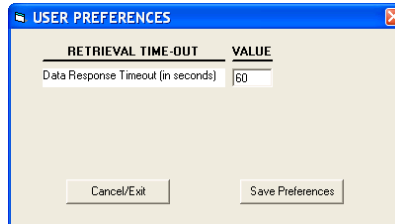
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Before executing the query, click the double green and yellow arrows  and verify the retrieval time-out period. Not having enough time allotted may be a factor in receiving incomplete data. Consider setting up the value to 300 seconds or so and verify this allows enough time to capture the full amount of data. Then, click **Finish**. Your query results will populate in your workbook and the Query Wizard will be minimized.



RETRIEVAL TIME-OUT	VALUE
Data Response Timeout (in seconds)	60



Important: The query will overwrite anything in the current Excel spreadsheet. It is recommended that you save your work and close any other spreadsheets that are open on your PC.

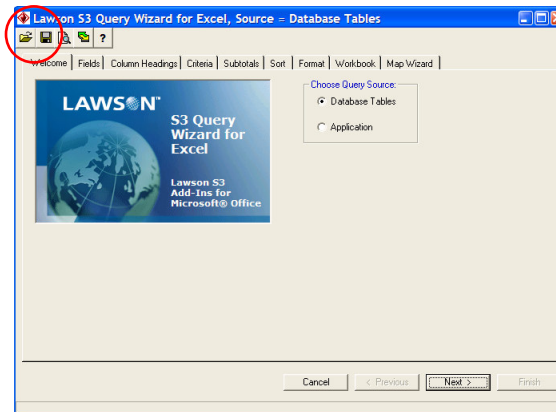
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To save your query for future use, click the Save  icon. Name your query and save to the desired location. To reopen a query at a later time, you must first open the query wizard, then use the folder icon  to open your query.



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